

## OAK PARK UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CAMPUS SUPERVISOR

*This is a part time, position, during school session, working up to 18.75 hours per week.*

**Salary:** *Classified Salary Schedule, Range 6*

#### **DEFINITION**

Under the direction of a Principal, supervise and monitor student behavior at assigned school campus before school or during lunch and recess or between periods; assist in maintaining security of the campus; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

Supervise and monitor student behavior before school or during lunch and recess or between periods; guide routine activities of eating, playing and peer interaction; direct student play activities and the use of play equipment; assist in establishing and maintaining an environment that stimulates the growth of desirable social, emotional and health habits; respond to and prevent violations of school rules and regulations on school grounds; communicate with administrators about the behavior of students; notify appropriate school administrators of situations which require immediate attention; issue written rewards or reprimands for positive or negative behavior; observe and report campus safety hazards; prevent children from engaging in unsafe activities; may administer routine minor first aid; perform related duties as assigned.

#### **EMPLOYMENT STANDARDS**

**Knowledge of:** School rules and regulations; current social and behavioral problems affecting local students; interpersonal skills using tact, patience and courtesy.

**Ability to:** Understand and attend to the physical, social and emotional needs of children; observe a group of individuals and anticipate behavior; learn, interpret, apply and explain legal requirements and processes related to assignment; effectively analyze sensitive situations, identify problems and develop and implement constructive solutions; understand and follow oral and written instructions; communicate effectively and establish rapport with a diverse range of students and adults; establish and maintain effective and cooperative working relationships with others.

**Education and Experience:** Any combination equivalent to graduation from high school and demonstrated experience in working with students.

**Licenses and other Certification:** Possession of or ability to obtain a standard First Aid Certificate within probationary period.

#### **WORKING CONDITIONS**

School campus environment; subject to working outdoors, changes in weather and occasional verbal abuse from students.

#### **PHYSICAL ABILITIES**

- *Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.*
- *Able to conduct verbal conversation.*

- *Able to hear normal range verbal conversation (approximately 60 decibels).*
- *Able to sit, stand, stoop, kneel, bend, walk.*
- *Able to climb slopes, stairs, steps, and ladders.*
- *Able to stand for sustained periods of time.*
- *Able to walk for extended periods of time.*
- *Able to lift up to 80 pounds frequently.*
- *Able to carry up to 80 pounds for extended distances.*
- *Able to exhibit full range of motion for shoulder external rotation and internal rotation.*
- *Able to exhibit full range of motion for shoulder abduction and adduction.*
- *Able to exhibit full range of motions for shoulder extension and flexion.*
- *Able to exhibit full range of motion for elbow flexion and extension.*
- *Able to exhibit full range of motion for back lateral flexion.*
- *Able to exhibit full range of motion for hip flexion and extension.*
- *Able to exhibit full range of motion for knee flexion.*
- *Able to work in a wide range of weather conditions.*